

## SECTION 4. PROCESSING REFERENCE GUIDE

### 4.1 Capabilities.

#### 4.1.1 AFMIS-DFO Subsystem Structure.

a. AFMIS-DFO is a menu-driven system. By making a menu selection, you can choose what area you want to begin working in. A menu screen is like a road map. You can find out where you are and determine where you want to go from any menu displayed. The system is based on a building block concept consisting of:

- (1) Functions.
- (2) Subfunctions.
- (3) Processes.
- (4) Subprocesses.

b. The DFO Subsystem consists of eight functions. Each major function contains a group of subfunctions, processes, or subprocesses.

c. A subfunction is the second level of menu options or the data entry screen displayed for a function. You can begin entering information at this point based on the subfunction you select.

d. A process is the third level of menu options or the data entry screen displayed for a subfunction. You can begin entering information at this point based on the process you select.

e. A subprocess is the lowest level of data entry screen for a process. You select it from the third level of menu options.

f. Beginning with section 5, each of the DFO functions is explained in detail.

**NOTE:** If you are authorized by the installation to receipt for subsistence at the dining facility, the system displays the AFMIS Command Menu (DFO/Prime Vendor) AJK-922 when you initially log on to AFMIS. The Receipt Orders (Option B) and Perform Inquiry (Option C) subfunctions are associated with the STORES NT system. To use these subfunctions, refer to Section 11 of this manual.

4.1.2 Menu Functions.

a. The functions displayed on the AFMIS-DFO Command Menu Screen (fig. 4.1-1) are the first steps to finding and using subfunctions, processes, or subprocesses.

AFMIS-DFO: <b>A</b> B C D E F G H X	
Meal Production planning	
DATE:   18 Aug 95   DINING FACILITY OPERATIONS COMMAND MENU   AJK-003	
-----Press F8 for Help-----	
A - MEAL PRODUCTION PLANNING	F - HEADCOUNT MAINTENANCE
B - INVENTORY	G - COOK STATUS
C - TRANSFERS	H - BATCH
D - ROS / SOC	X - SIGN OFF THE DFO SUBSYSTEM
E - INQUIRIES	

Figure 4.1-1. AFMIS-DFO Main Command Screen (AJK-003).

b. Each function you select produces its own menu. To select a function from the AFMIS-DFO Main Menu, use the ARROW keys to highlight that function and press [ENTER] or enter the option letter. The next menu level containing the subfunctions is displayed.

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(1) Meal Production Planning is a function you can select from the AFMIS-DFO Main Menu. The Meal Production Planning Menu (fig. 4.1-2) is displayed.

```
MEAL PRODUCTION PLANNING:  A  B  C  D  R  X
Meal production menu

DATE:  18 Aug 95      MEAL PRODUCTION PLANNING MENU      AJK-418
-----Press F8 for Help-----

      A - MEAL PRODUCTION MENU
      B - SHOPPING LIST MENU
      C - REVIEW AND MAINTAIN KITCHEN REQUISITION
      D - MEAL PRODUCTION CHECKLIST INQUIRY
      R - RETURN TO DFO COMMAND MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 4.1-2. Meal Production Planning Menu Screen (AJK-418).

(2) Shopping List is a subfunction you can select from the Meal Production Planning Menu. The Shopping List Menu (fig. 4.1-3) is displayed.

SHOPPING LIST: <b>A</b> B C D E R X		
Regular Shopping List Menu		
DATE: 18 Aug 95	SHOPPING LIST MENU	AJK-302
-----Press F8 for Help-----		
A - REGULAR SHOPPING LIST MENU		
B - DVD SHOPPING LIST MENU		
C - BOX LUNCH SHOPPING LIST MENU		
D - PROJECTED ACCOUNT STATUS INQUIRY		
E - CHECKLIST INQUIRY		
R - RETURN TO MEAL PRODUCTION PLANNING MENU		
X - EXIT FROM DFO PROCESSING		

Figure 4.1-3. Shopping List Menu Screen (AJK-302).

(3) Regular Shopping List is a process you can select from the Shopping List Menu. The Regular Shopping List Menu (fig. 4.1-4) is displayed.

REGULAR SHOPPING LIST: <b>A</b> B C D E R X		
Create Shopping List		
DATE: 18 Aug 95	REGULAR SHOPPING LIST MENU	AJK-303
-----Press F8 for Help-----		
A - CREATE SHOPPING LIST		
B - REVIEW ISSUE FREQUENCY SCHEDULE		
C - UPDATE SHOPPING LIST		
D - PRINT SHOPPING LIST		
E - DELETE SHOPPING LIST		
R - RETURN TO SHOPPING LIST MENU		
X - EXIT FROM DFO PROCESSING		

Figure 4.1-4. Regular Shopping List Menu Screen (AJK-303).

(4) Create Shopping List is a subprocess you can select from the Regular Shopping List Menu. The Regular Shopping List - Create Data Entry Screen (fig. 4.1-5) is displayed.

DATE: 17 Aug 95	DINING FACILITY OPERATIONS REGULAR SHOPPING LIST	AJK-384
*****		
SHOPPING LIST ISSUE DATE: ____ SUBMISSION DATE:		
FROM THRU		
CONSUMPTION DATES:		
*****		
MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A SHOPPING LIST.		
ENTER ISSUE DAY (dd); VALID DAYS(1 - 31), PRESS ENTER		

Figure 4.1-5. Regular Shopping List - Create Data Entry Screen (AJK-384).

c. When you are entering data and press [DELETE], an Interrupt Ring Menu is displayed at the top of the screen you are working in. This type of menu (fig. 4.1-6) is shown throughout the manual.

INTERRUPT MENU: <b>CONTINUE</b> RETURN Continue Processing
---

Figure 4.1-6. Sample Interrupt Ring Menu.

d. The menu option selections are shown throughout the manual. Figure 4.1-7 shows how to reach the Regular Shopping List Menu from the AFMIS Command Menu (DFO/Prime Vendor).

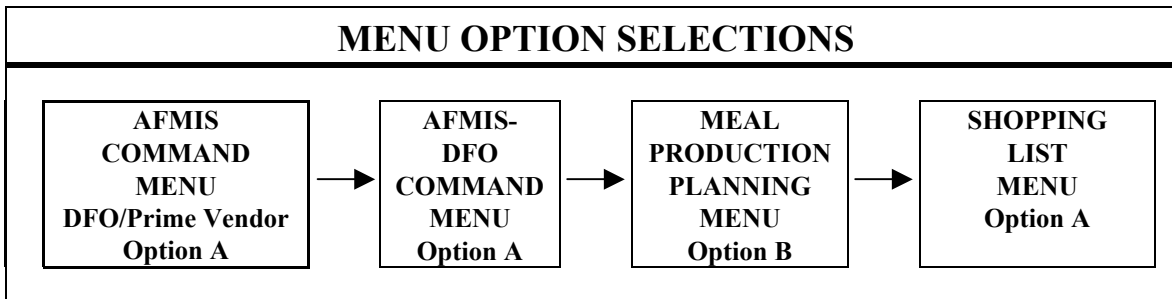


Figure 4.1-7. Menu Option Selection Chart.

4.2 Conventions. This section outlines the screen display setup, use of audible alarms, abbreviations, and definitions used in DFO processing.

4.2.1 Screen Display Setup.

a. The DFO operates on a desktop personal computer (PC) with color monitor. At a minimum, each screen displays the following information (fig. 4.2-1):

- (1) Current Date.
- (2) Screen Title.
- (3) Screen Number.

DATE: 17 Aug 95	DINING FACILITY OPERATIONS REGULAR SHOPPING	AJK-384
CURRENT DATE	=====SCREEN TITLE=====	SCREEN NUMBER
*****		
SHOPPING LIST ISSUE DATE: <input type="checkbox"/> _ _ SUBMISSION DATE:		
↑	FROM	THRU
CONSUMPTION DATES:		
↑	↑	↑
*****		
MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A SHOPPING LIST.		
DATA ENTRY PROMPT		
ENTER ISSUE DAY (dd); VALID DAYS(1 - 31), PRESS ENTER		

Figure 4.2-1. Sample Data Entry Screen Display.



- b. Two types of messages are displayed on the screen during a process:
  - (1) System messages. These messages (fig. 4.2-1) prompt you to enter information or responses during a process.
  - (2) Error messages. These messages are displayed when one of the following conditions occurs:
    - (a) Invalid or incomplete information is entered during a process.
    - (b) Another process should have been completed first.
    - (c) File information needed during a process is not available or does not exist.
    - (d) A program problem develops during a process.

4.2.2 Audible Alarms. An alarm sounds when you enter incorrect information. Use the information in the error message(s) to correct the problem or to contact the SA. Appendix B lists error messages and required responses for DFO.

4.2.3 Abbreviations and Definitions. See Appendix A for a list of abbreviations and definitions used in DFO processing.

#### 4.3 Processing Procedures.

- a. This section outlines the functions, processes, and processing procedures for DFO. Processing functions are accessed through a series of menus and option screens.
- b. Processing instructions are explained in sections 5 thru 9.

4.3.1 AFMIS-DFO Command Menu. The AFMIS-DFO Main Menu (fig. 4.1-1) contains eight functions and an exit option.

- a. Meal Production Planning.
- b. Inventory.
- c. Transfers.
- d. Report of Survey/ Statement of Charges (ROS/SOC).
- e. DFO Inquiries.
- f. Headcount Maintenance.
- g. Cook Status.
- h. Batch.
- i. Sign off the DFO Subsystem.



4.3.1.1 Meal Production Planning Function.

a. Use this function to produce production schedules, create shopping lists, kitchen requisitions, dieter's menus, outside menus, recipe reports, create and maintain menu templates, send data to the POS system, and a processing checklist. The Meal Production Planning Function contains four subfunctions and two exit options:

(1) Meal Production Subfunction:

- (a) Review and Maintain Production Schedules.
- (b) Nutrient Analysis (Create Dieter's Menu).
- (c) Reports Menu.
- (d) Create Additional Production Schedules.
- (e) Template Maintenance.
- (f) Send Data to POS.

(g) Exit the Meal Production Menu and return to the Meal Production Planning Menu or system login screen.

(2) Issue Shopping Lists Subfunction:

- (a) Regular Shopping List.
- (b) Direct Vendor Delivery (DVD) Shopping List.
- (c) Box Lunch Shopping List.
- (d) Projected Account Status Inquiry.
- (e) Issue Checklist Inquiry.

(f) Exit the Shopping List Menu and return to the Meal Production Planning Menu or system login screen.

(3) Kitchen Requisition and Returns Subfunction.

(4) Meal Production Checklist Subfunction.

(5) Exit the Meal Production Planning Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. The Meal Production Planning Function is explained in section 5.

4.3.1.2 Inventory Management Function.

a. Use this function to complete the weekly and monthly inventories. The Inventory Management Function contains three subfunctions and two exit options:

(1) Weekly Inventory Subfunction:

- (a) Sensitive Items.
- (b) All Items.
- (c) Exit the Weekly Inventory Items Menu and return to the Inventory Menu or system login screen.

(2) Monthly Inventory Subfunction:

- (a) Print Count Sheets.
- (b) Enter Counts.
- (c) Enter Recounts.
- (d) Final Inventory (Physical Inventory Must Be Complete).
- (e) Print Last Monthly Inventory Report
- (f) Exit the Monthly Inventory Menu and Return to the Inventory Menu or system login screen.

(3) Cancel Inventory Subfunction.

b. The Inventory Management Function is explained in section 6.

4.3.1.2a Transfers Function.

a. Use this function to create, update, print, and delete transfers between dining facilities, dining facilities and units, and TISA turn-ins. The Transfers Function contains four subfunctions and two exit options:

(1) DF to DF Transfer Subfunction:

- (a) Create.
- (b) Update.
- (c) Print.
- (d) Delete.
- (e) Exit the DF to DF Transfer Menu and return to the Transfers Menu.

- (2) Turn-in to TISA Transfer Subfunction:
    - (a) Create.
    - (b) Update.
    - (c) Print.
    - (d) Delete.
    - (e) Exit the Turn-in to TISA Transfer Menu and return to the Transfers Menu.
  - (3) DF to Unit Transfer Subfunction:
    - (a) Create.
    - (b) Update.
    - (c) Print.
    - (d) Delete.
    - (e) Adjust.
    - (f) Exit the DF to Unit Transfer Menu and return to the Inventory Menu.
  - (3) Unit to DF Transfer Subfunction:
    - (a) Create.
    - (b) Update.
    - (c) Print.
    - (d) Delete.
    - (e) Adjust.
    - (f) Exit the Unit to DF Transfer Menu and return to the Inventory Menu.
  - (5) Exit the Transfers Menu and return to the AFMIS-DFO Main Menu.
- b. The Transfer Function is explained in section 6A.

4.3.1.2b Report of Survey/Statement of Charges (ROS/SOC) Function.

a. Use this function to create, update, print, and delete a ROS/SOC for your dining facility. The ROS/SOC Function contains two subfunctions and two exit options:

(1) Report of Survey Subfunction:

- (a) Create.
- (b) Update.
- (c) Print.
- (d) Delete.
- (e) Exit the Report of Survey Menu and return to the ROS/SOC Menu.

(2) Statement of Charges Subfunction:

- (a) Create.
- (b) Update.
- (c) Print.
- (d) Delete.
- (e) Exit the Statement of Charges Menu and return to the ROS/SOC Menu.

b. Input forms are:

(1) Report of Survey, DA Form 4697, containing an assigned document control number.

(2) Statement of Charges for Government Property Lost, Damaged, or Destroyed, DD Form 362.

c. The ROS/SOC Function is explained in section 6B.

4.3.1.3 DFO Inquiries Function.

a. Use this function to review a variety of dining facility files, print desired reports, and at sites with STORES NT print the Prime Vendor Catalog. The DFO Inquiries Function contains eight subfunctions and an exit option:

(1) Account Inquiry Subfunction:

- (a) Current Account Status.
- (b) Previous Account Status.

(c) Earnings and Expenditure Record.

(d) Exit the Account Inquiry Menu and return to the Inquiries Menu or system login screen.

(2) Menus Inquiry Subfunction:

(a) Master Menu.

(b) Exercise Menu.

(c) 14-Day Reserve Menu.

(d) B-Ration Menu.

(e) T-Ration Menu.

(f) Combined B & T-Ration Menu.

(g) Dining Facility Menu.

(h) Box Lunch Menu.

(i) Exit the Menus Inquiry Menu and return to the Inquiries Menu or system login screen.

(3) Recipe Inquiry Subfunction:

(a) Recipe Index.

(b) Recipe Extension.

(c) Exit the Recipe Inquiry Menu and return to the Inquiries Menu or system login screen.

(4) Inventory Inquiry Subfunction.

(a) Inventory Balance-On-Hand

(b) Disposition of Subsistence.

(c) Exit the Inventory Inquiry Menu and return to the Inquiries Menu or system login screen.

(5) Master Item File Inquiry Subfunction.

(6) Dining Facility File Inquiry Subfunction.

- (7) Headcount Inquiry Subfunction:
  - (a) Headcount Projection.
  - (b) Headcount History.
  - (c) Exit the Headcount Inquiry Menu and return to the Inquiries Menu.
- (8) Prime Vendor Catalog Report.
- (9) Prime Vendor Inquiry.

b. The DFO Inquiries Function is explained in section 7.

4.3.1.4 Headcount Maintenance Function.

a. Use this function to review, enter, or produce reports for dining facility personnel, Finance and Accounting Office (FAO), headcount, and cash collections. The Headcount Maintenance Function contains three subfunctions and an exit option:

- (1) File Inquiry Subfunction:
  - (a) Dining Facility Personnel.
  - (b) Current Day Headcount/Cash Collected.
  - (c) Finance Data.
  - (d) Monthly Headcount/Cash Collected.
  - (e) Exit the File Inquiry Menu and return to the Headcount Maintenance Menu.
- (2) File Maintenance Subfunction:
  - (a) Dining Facility Personnel.
  - (b) Headcount/Cash Collected.
  - (c) Disbursing Office Data.
  - (d) Cash Turn-in Menu.
    - (1) Create / Update / Print Cash Collection Voucher.
    - (2) Reprint Cash Collection Voucher.
    - (3) Enter FAO Voucher Number / Turn-In Date.
    - (4) Fiscal Year End Reset Voucher Number.
    - (5) Reprint FY End Cash and Serial Number Report.
    - (6) Exit the Cash Turn-In Menu and return to the File Maintenance Menu.

(e) Exit the File Maintenance Menu and return to the Headcount Maintenance Menu or system login screen.

(3) Reports Subfunction:

- (a) Daily Headcount Report (PCN AJK-A04).
- (b) Reprint Headcount/Cash Collected Report (PCN AJK-A01).
- (c) Reprint Cash Turn-In Voucher (PCN AJK-E3P).
- (d) AHC Headcount Report (PCN AJK-WZ1).
- (d) Exit the Reports Menu and return to the Headcount Maintenance Menu.

(4) Exit the Headcount Maintenance Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. The Headcount Maintenance Function is explained in section 8.

#### 4.3.1.5 Cook Status Function.

a. Use this function to add/update and or delete personnel records for cooks working in the dining facility. The Cook Status Function contains four subfunctions and an exit option.

- (1) Add Personnel Records Subfunction.
- (2) Update Personnel Records.
- (3) Delete Personnel Records.
- (4) View / Print Cook Status Report.

(5) Exit the Cook Status Options Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. The Cook Status Function is explained in section 9.

#### 4.3.1.6 Batch Processing Function.

a. Use this function to print batch reports and maintain equipment replacement records. The Batch Processing Function contains three subfunctions and an exit option:

- (1) Daily Batch Report Subfunction.
- (2) Price Update Report Subfunction.
- (3) Equipment Replacement Subfunction:
  - (a) Update Equipment Inventory.
  - (b) Print Equipment Inventory Report.
  - (c) Print Equipment Summary Report.

- (d) Exit the Equipment Replacement Main Menu and return to the Batch Menu.
- (4) Exit the Batch Menu and return to the AFMIS-DFO Main Menu or system login screen.
- b. The Batch Processing Function is explained in section 10.

**4.3.2 Files.** DFO files are located and maintained on the installation server. Figure 4.3-1 shows the files in the DFO Subsystem.

DFO FILES	
<u>FILE NAME</u>	<u>ABBREVIATION</u>
ACCOUNT HEADER.....	ACCT_HEAD
ACCOUNT TRAILER .....	ACCT_TRL
BASIS-OF-ISSUE .....	BOI
BASIC DAILY FOOD ALLOWANCE .....	BDFA_INFO
BATCH REPORT.....	BATCHRPT
BULLETIN BOARD DATA .....	BBD
CASH TURN-IN .....	CASH_TURNIN
COURSE.....	COURSE
CROSS REFERENCE .....	CROSS
CTA AUTHORIZATION.....	CTA_AUTH
CTA NAME.....	CTA_NAME
CURRENT DATA.....	CURRENT_DATA
DFO DATA ELEMENTS.....	SYSNAMES
DINING FACILITY CONTROL .....	DFO_CTL
DINING FACILITY INPUT .....	DF0000IN
DINING FACILITY INQUIRY ACCESS .....	DFI
DINING FACILITY OUTPUT .....	DF0000OUT
DINING FACILITY PERSONNEL .....	DFP
DESIGN CAPACITY FILE .....	DSC
DESIGN CAPACITY FILE 2 .....	DSC2
DESIGN ERA.....	DSGN_ERA
DSC2.....	DSC2
EQUIPMENT REPLACEMENT FILE .....	ERF
FISCAL YEAR.....	FISCAL_YR
IFA ACCESS FILE.....	IFAA
INFLATION RATE.....	INFL_RATE
3161 .....	F3161
ISSUE FREQUENCY FILE .....	ISSFREQ
KITCHEN REQUISITION.....	KITREQN
MASTER ITEM FILE .....	MIF
MASTER ITEM INVENTORY .....	MIFINV
MASTER MENU.....	MSTMENU
MEAL COST.....	MEAL_CST

Figure 4.3-1. DFO Files List.



DFO FILES (CONT)	
<u>FILE NAME</u>	<u>ABBREVIATION</u>
MEAL PROJECTION .....	ML_PROJ
MENU HEADER.....	MENUHEAD
MENU TRAILER.....	MENUTRAIL
MISCELLANEOUS DATA .....	MISC_DATA
NATIONAL STOCK NUMBER CATALOG.....	NSN_CATALOG
NONWORKING DAYS.....	NWD
PERSONNEL AUTHORIZATION.....	PAT
POS BASIC ALLOWANCE SUBSISTENCE INPUT .....	POS_BAS_IN
POS CASH INPUT.....	POS_CASH_IN
POS MEAL.....	POS_MEAL
POS SUBSISTENCE IN KIND INPUT .....	POS_SIK_IN
POS TRANSACTION LOG.....	POS_TRANS_LOG
RECIPE HEADER.....	RCPHEAD
RECIPE INGREDIENT.....	RCPINGR
RECIPE INGREDIENT 2.....	RCPINGR2
RECIPE INSTRUCTION .....	RCPINST
MASTER ITEM REFERENCE FILE .....	REF
SENSITIVE ITEM TRACKING .....	SIT
SENSITIVE TRANSACTION TYPES .....	STT
SHOPPING LIST.....	SHOPLIST
SHOPPING LIST STATUS .....	SLSTATUS
DFO DATA ELEMENTS.....	SYSNAMES
TEMPLATE.....	TEMPLATE
TOTAL HEADCOUNT FORM 2969 .....	TOT_HC_2969
UNIT OF ASSIGNMENT .....	UAT

Figure 4.3-2. DFO Files List (Continued).

4.3.3 Daily Procedures. There are no processes in DFO that must be run on a daily basis. The daily processing schedule for a dining facility is set up by the food operations manager or contract manager. Submission dates for shopping lists are based on the TISA Issue Frequency Schedule. Appendix D contains a sample processing Schedule for DFOs. You can use it to set up a schedule for your dining facility.

4.4 Related Processing. NA.

4.5 Data Backup. The SA performs data backups for DFO.

4.6 Recovery from Errors and Malfunctions. See Appendix B.

4.7 Messages. See Appendix B.